Operating instructions for B130 Van Vleck

This room requires a key and passcode for audio/visual system operation. Contact Derek Dombrowski, Classroom Support 265-9697 ddombrowski@fpm.wisc.edu for keys and passcode.

Do the following FIRST for all uses.
1. Obtain a key and password from Classroom Media Support, 265-9697.
2. If the podium touch panel is dark, touch anywhere on its surface to activate it.
3. Touch SCREEN or LIGHTS at the top of the Welcome page to control the screen or lights without turning on the system.
4. At the Welcome page, touch TOUCH HERE TO BEGIN.
5. Enter the passcode and touch ENTER.
6. After a brief warm-up time, the following screen will appear.

7. Press the volume up or down buttons to adjust the volume. MICROPHONE will control the wireless and wired microphones. PROGRAM will control the volume for all other audio sources (VCR, CD, computer audio, etc). MUTE will mute the audio. The MUTE button will flash when it is muted. Press MUTE again to return the audio to normal.
8. Touch any of the Inputs along the top of the screen to activate that input. A control or preview screen will appear inside the current screen.
9. Touch the VIDEO PROJECTOR MUTE button to temporarily “mute” the video projector. The button will flash when it is muted. Press it again to return the video projector to normal.
10. The Projector Control button will allow you turn on or off the video projector, independent of the system power. A confirmation screen will appear when Turn Projector Off is selected. It will also indicate when the projector is warming up and cooling down.
11. Touch SCREEN to bring up the screen control page.
12. Touch LIGHTS to bring up the lights control page. Select one of the 6 presets, or adjust the overall lighting intensity by touching the RAISE or LOWER buttons.
13. A system remote control is located in the cabinet. It will control slides, volume, and the slide screen.
14. This room is equipped with an Assisted Listening Device system. Contact Classroom Support (265-9697) for the ALD receiver and additional information.
15. Many inputs have a video window display. Touch the video window to enlarge the video to full-screen. Touch the screen to return to the control page.
16. There is a phone located inside the left side cabinet. Call Derek Dombrowski at 5-9697, or Mike Wood at 5-9713, or Greg Minix at 5-6325 with any problems or questions.
NOW...  
_Skip to the piece of equipment you wish to use._

**MICROPHONE**
1. Wireless hand-held and lavaliere microphones are stored in black pouches located in the podium. Both microphones can NOT be used at the same time.
2. Clip the belt pack on your belt or outside of your pocket, and clip microphone at the center of your chest, about 8”–10” from your chin.
3. Flip the switch to “ON”. The battery status light will light up. Replace battery if the red light is lit.
4. Adjust volume using the white “MIC VOLUME” buttons located at the upper left side of the touch panel.
5. Press the white “MUTE” button by the mic volume buttons to mute the microphone. Press “MUTE” again to cancel muting.

**LIGHTS**
1. Touch LIGHTS to bring up the lighting control page.
2. The LIGHTING INTENSITY buttons will raise or lower the overall intensity of the lighting scene.
3. More preset scenes can be selected from white panel on wall behind podium. Contact Classroom Support for more information on these presets.
4. See attached lighting key for specific lighting information.

**35MM SLIDES**
1. At the back of the room, open the slide projector cabinet and load the slide projector.
2. Touch SLIDES on the touch panel.
3. Touch DOWN to lower the slide projector screen. Make sure that nothing and no one is underneath the screen.
4. Touch slide projector ON. The video projector and monitor will continue to display the selected input.
5. Control the slide projector from the touch screen, or from the system remote control.
6. When finished, turn off the slide projector by touching the slide projector OFF. Please raise the screen by touching screen UP.

**DOCUMENT CAMERA**
1. Unlock the Document Camera cabinet.
2. Slide out the document camera, and press ON on the document camera control panel. The mirror arm will automatically rise. Do not touch the mirror or arm while it is moving.
3. Select DOC CAM on the projector or monitor side of the touch panel. The Doc Cam control page will appear.
4. The Document Camera may be operated from touch panel control page, the wireless doc cam remote, or on camera itself. Consult the Document Camera Instruction Manual for more information.
5. To store an image, press and hold the desired number until “Image Stored” is displayed. Touch the number of the desired stored image to recall that image. Touch ALL to display all 9 stored inputs. Touch any other control to return to a live image.

**VCR**  
_This system has a Closed-Caption decoder, used to display the closed-captioning encoded on VHS videotapes. The VHS videotape MUST have closed-captioning already encoded; no captioning will be displayed if captioning is not encoded on the tape. Check the tape label for the Closed-Caption symbol._
1. Select VCR on the touch panel.
2. Insert VHS tape into VCR.
3. Operate the VCR from the touch panel, on the VCR itself, or by the VCR remote.
4. Adjust PROGRAM VOLUME, if necessary.
5. To display the closed-caption, touch Caption “ON”. To stop displaying the closed-caption, touch Caption “OFF”.

**AUDIO CD**
1. Select CD on touch panel. The previously selected projector and monitor input will not change.
2. Insert CD into disc player.
3. Operate the CD player from the touch panel control page, on the DVD player, or by the DVD remote.
4. Adjust PROGRAM VOLUME, if necessary.
5. To skip to a specific track number, touch the track number on the keypad, and touch ENTER.

**DVD PLAYER**
1. Select DVD on the touch panel.
2. Insert a DVD into the DVD player.
3. Operate the DVD player from the touch panel control page, on the DVD player, or by the DVD remote.
4. Adjust **PROGRAM VOLUME**, if necessary.
5. Use the Arrow, **ENTER**, and DVD MENU buttons to navigate the DVD menus.

**LAPTOP COMPUTER**
1. Select LAPTOP on the touch panel.
2. Before booting up, connect the LAPTOP cable to the MONITOR OUT port on your computer.
3. Connect the audio pull-out cable to your laptop headphone jack, if necessary.
4. For network connection, connect a CAT 5 RJ-11 network cable to the top data port on the aux input panel.
   - In your TCP/IP settings, use DHCP (Obtain an IP address automatically)
5. Boot up computer and operate.
6. Adjust “PGM VOLUME”, if necessary.

**AUX INPUTS**
*Several video and RGBHV inputs are available for auxiliary devices. Floor jacks are in the floorbox located at the stage left at the front of the stage. Contact Classroom Media Support (5-9697) for assistance.*
1. Connect video or RGBHV and audio from external source to the appropriate inputs.
2. Select the appropriate input for the auxiliary device.
3. Adjust volume, if necessary.

**SYSTEM SHUTDOWN**
1. Press OFF on the document camera, and allow the mirror arm to fully lower. Do not touch the arm or mirror during this time. Slide the doc cam back in its cabinet, and lock the door.
2. Turn off and put away the wireless microphone, if used.
3. Remove any videotapes or CD/DVDs from the players.
4. Touch SYSTEM OFF on the touch panel.
5. A confirmation screen will appear. Touch SHUTDOWN to shut down system. Touch CANCEL to cancel and return to the main menu.
6. Lock cabinet doors and turn off lights.

**TROUBLESHOOTING**

**GENERAL**
- No picture from video projector
  - Select a different input, like RGBHV, then switch back to desired input.
  - If the “MUTE” button is lit, touch “MUTE” to turn off muting.
  - Press “SYSTEM OFF”, wait two minutes, turn system back on.

**WHEN USING PC LAPTOP**
- Picture on laptop screen, but no picture on projector
  - Perform an External Video Send. Consult the chart at the Classroom Media Support website: [http://www.fpm.wisc.edu/support/Troubleshooting/VideoSend.htm](http://www.fpm.wisc.edu/support/Troubleshooting/VideoSend.htm), if you are not sure what the command is for your computer.
- No audio from computer
  - Make sure the volume controls on your computer are up all the way.

**WHEN USING THE VCR**
- No audio from VCR
  - On the VCR remote control, press the “Hi-Fi/SAP” button until audio returns.

*FOR THESE OR OTHER PROBLEMS, PLEASE CALL DEREK DOMBROWSKI, CLASSROOM SUPPORT, AT 5-9697. There is a phone in the cabinet for this use.*
## Lighting Presets Key for B130 Van Vleck

<table>
<thead>
<tr>
<th>PRESET NAME</th>
<th>DESCRIPTION</th>
<th>SUGGESTED APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry/Exit (Preset 1)</td>
<td>Entire room is dark, with a few fluorescent lights on</td>
<td>Leaving room at end of day</td>
</tr>
<tr>
<td>Pre Lect (Preset 2)</td>
<td>All lights are on, room is very bright</td>
<td>Before and after class, as students are entering/leaving</td>
</tr>
<tr>
<td>Lect No AV (Preset 3)</td>
<td>Student lights full, spots on instructor station, stage fully lit with fluorescent lights and stage spots, chalkboard lit</td>
<td>Lecture with students taking notes, no video/slides</td>
</tr>
<tr>
<td>Chalkboard (Preset 4)</td>
<td>Student lights full, stage spots full, instructor station lit, chalkboard lit</td>
<td>Lecture at chalkboard with students taking notes, no video/slides</td>
</tr>
<tr>
<td>Lect w/AV (Preset 5)</td>
<td>Student lights low, right stage spots full, chalkboard dimly lit, no instructor spots</td>
<td>Lecture with students taking notes, using projector no chalkboard</td>
</tr>
<tr>
<td>Slides (Preset 6)</td>
<td>Student lights low, stage right spots low, instructor station low, no chalkboard</td>
<td>Lecture with students taking notes, using slides only. No A/V or chalkboard</td>
</tr>
<tr>
<td>Preset 7</td>
<td>Student lights low, stage right spots low, chalkboard lit, instructor station low</td>
<td>Lecture with students taking notes, using chalkboard and A/V</td>
</tr>
<tr>
<td>Preset 8</td>
<td>Student dark, stage fully lit with fluorescent lights and spots, spots on instructor station, chalkboard lit</td>
<td>Entire stage being used with no student notes</td>
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<td>Preset 9</td>
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<td>Preset 10</td>
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<td>Preset 15</td>
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<tr>
<td>Preset 16</td>
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</table>

- Presets 1-8 are pre-programmed. 1-6 can be selected from either the touch panel buttons or by the panel on the wall next to instructor station. Presets 7 and 8 can be selected only from the panel on the wall.

- Presets 9-16 are assignable and can be selected from the panel on the wall next to instructor station. Contact Classroom Support to have a preset changed and assigned to you.

- The LIGHTING INTENSITY buttons on the touch panel control the overall lighting intensity of a selected scene.